



# Basic Supervisory Skills

**Description** – This training covers basic management and supervisory techniques that assist the newly promoted manager/supervisor in planning, directing, motivating, and making decisions in an efficient manner is designed to help educate, prepare, and provide public works employees with the background necessary to comfortably and confidently perform in a supervisory position. This workshop will give you the fundamentals of successful supervision including managing in a union environment and will help you improve your supervision techniques.

**Registration Information** – Registration can be completed online at: [www.mdot.ms.gov/ltap/](http://www.mdot.ms.gov/ltap/) or by completing the information below and submitting this form to the LTAP Team via email at [ltap@mdot.ms.gov](mailto:ltap@mdot.ms.gov). **Registration is \$25. Lunch is not provided.** Substitutions may be made at any time. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact the Mississippi LTAP Center prior to the course date so the appropriate arrangements can be made.

**Who Should Attend?** This training is designed for all municipal highway officials, particularly those responsible for the supervision of others and those new to supervision. Directors of Public Works, Road Managers, Highway Superintendents, Crew Leaders and Foremen are encouraged to attend.

**Instructor:** Dr. Samuel Jones

**Time:** 8:00a.m. – 12:00p.m.

## Registration Form (Please Print or Type)

Agency or District Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PERSONS YOU ARE REGISTERING TO ATTEND:

(1) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(3) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

(4) Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_

## “ Basic Supervisory Skills”

Select course date below. Registration confirmation will be e-mailed or mailed if no e-mail address.

### ☐ **Lorman (South) – June 1, 2015**

Alcorn State University  
1000 ASU Drive  
Ag Extension Building  
Ray Johnson Auditorium

You may also fax this form to (601) 359-7652, mail or email: Mississippi Local Technical Assistance Program (LTAP) Post Office Box 1850, Jackson, MS 39215.

Contact: LTAP Team at (601) 359-7685

Email: [ltap@mdot.ms.gov](mailto:ltap@mdot.ms.gov)

**Photos/Videos:** Photographs and/or videos may be taken for educational and training purposes. If you do not wish to be photographed or recorded, please advise us at registration.